



SC-PAY GRADE 08

LOGISTIC TECHNICIAN I

DUTIES AND FEATURES OF THE CLASS:

This is an entry level position that requires assisting the Manager of Logistics Emergency Medical Services (EMS) in the operation and administration of EMS Logistics Services. This position assists the Manager of Logistics with ensuring that EMS field staff and administrative personnel have the equipment and supplies necessary to perform their job responsibilities. This position interacts regularly with other County departments and outside vendors.

EXAMPLES OF WORK:

Essential Functions - These tasks are illustrative only; to carry out the day-to-day functions of the job, other duties may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The Logistics Tech I reports to the Manager of Logistics EMS and is responsible for assisting with the smooth delivery of the EMS Department's operations.

- Assists updating and maintaining supply inventory systems
- Assists with purchasing, processing, procurement and delivery of supplies and equipment
- Receives and records inventory
- Maintains accurate records
- Assists with the performance of routine maintenance and repair of medical equipment, facilities, and vehicles
- Obtains sizes and assists with outfitting employees with the proper uniforms
- Performs other job duties as assigned

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

General knowledge of supplies and equipment commonly used in Emergency Medical Services

- Ability learn how to organize and administer a supply inventory system
- Ability to learn how to perform routine maintenance tasks on medical equipment, facilities, and vehicles; thorough knowledge of the proper use, care and maintenance of standard hand and power tools
- Must demonstrate a high degree of dependability, good judgment, integrity, and tact
- Ability to safely lift and move up to 100 lbs.
- Ability to safely drive all vehicles in the SCEMS fleet that do not require a CDL
- Ability to establish and maintain effective working relationships with representatives from other agencies, staff, department heads, and the general public

QUALIFICATIONS:

Minimum

- Minimum of a High School Diploma or GED
- Minimum of one (1) year experience in facility maintenance, vehicle maintenance, and facility management, or any equivalent combination of education and experience which provides the required knowledge, skills and abilities
- Basic computer skills with a working knowledge of Microsoft Office (Outlook, Word, Excel)
- Excellent customer service and organizational skills
- Excellent verbal and written communication skills

Desired

- EMS and Fire background or experience preferred
- Experience with an inventory management software

ADDITIONAL REQUIREMENTS:

- Direct Deposit Required
- 35-hour work week
- Pre-Employment Background Screening
- Pre-Employment Drug/Alcohol Testing
- Possession of a valid driver's license